



THE UNIVERSITY OF
MELBOURNE

Department of Pathology

POSTGRADUATE STUDENTS' GUIDE

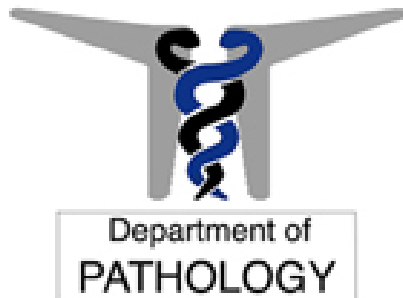


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INTRODUCTION

Congratulations on becoming a postgraduate research student, and welcome to the Department of Pathology!

Postgraduate research is an important part of the Department of Pathology, and contributes substantially to the future of science and medicine in both the development of ideas and in training future leaders in research.

The Department values both its postgraduate research students and their supervisors highly, and this guide is designed to assist you with the various components of your degree by providing resources, useful contacts and placing University policies and procedures in a Departmental context.

The Guide is designed as a supplement to information available from the School of Graduate Studies - always refer to the School of Graduate Studies website (<http://www.gradstudies.unimelb.edu.au>) and the PhD Handbook (<http://www.gradstudies.unimelb.edu.au/phd/enrolcandid/phd/bk/>) or Masters Handbook (<http://www.gradstudies.unimelb.edu.au/phd/enrolcandidmaster/mrshbk/>) for the most up-to-date information for PhD and MSc degrees.

For information pertaining to Doctor of Medicine and Master of Medicine, contact the Department or the Faculty of Medicine directly on 03 8344 5998. Information is available at <http://www.medicine.unimelb.edu.au/docs/MMedProgramDescription.pdf> for Masters of Medicine degrees, and at <http://www.medicine.unimelb.edu.au/docs/MDProgramDescription.pdf> for Doctor of Medicine degrees.

STUDENT RESPONSIBILITIES

Student responsibilities are outlined in the PhD Handbook (<http://www.gradstudies.unimelb.edu.au/phd/enrolcandid/phd/bk/apendixa/candidate.html>)

THE ROLE OF THE DEPARTMENT AND IMPORTANT CONTACTS

The Department is your link to the School of Graduate Studies and a source of information and support, should you require it. Where the Department is unable to assist you directly, they will be able to refer to you the appropriate source in the School of Graduate Studies or elsewhere in the University as relevant.

The Administrative Postgraduate Co-ordinator (currently Ms Alison Chapman, alisonlc@unimelb.edu.au) will pass relevant postgraduate information on to you, and will assist with all postgraduate administration, including information regarding travel and leave.

The Academic Postgraduate Co-ordinator (currently Dr Margaret Ayers, m.ayers@unimelb.edu.au) will assist with enquiries regarding scholarships and applications, and any difficulties being experienced by either the student or the supervisor.

The Chairperson of Examiners (currently Professor Paul Monagle, paul.monagle@unimelb.edu.au) will oversee the confirmation and examinations process, and sign off on relevant paperwork. Professor Monagle is also the Head of Department.

For general enquiries, contact the Department office on 03 8344 5867 or email pathology-enquiries@unimelb.edu.au.

Location and Contact Details

The Department of Pathology occupies floors 2 – 7 in the West Wing of the Medical Building (also called the Tri-radiate Building) on the corner of Grattan St and Royal Pde, with some research personnel located in the Alan Gilbert building at 121 Barry St, Carlton (level 3), at Bio21 Institute, 30 Flemington Rd, Parkville, and at the Mental Health Research Institute at 155 Oak St, Parkville.

The website is: <http://www.path.unimelb.edu.au/>, and general telephone numbers are +61 3 03 8344 5867/8.

Main reception is on Level 5 of the Medical Building, and the postal address for paperwork is:

Postgraduate Co-ordinator
Department of Pathology
Level 5, Medical Building
The University of Melbourne, 3010

RESOURCES FOR THE POSTGRADUATE STUDENT

Postgraduate Student Association and IT access

Postgraduate students are entitled to use the facilities provided by the School of Graduate Studies in the 1888 Building (located on Grattan St, opposite Bouverie St). These include 24 hour access to computer laboratories, bar, bistro and recreation areas. Please visit their website at <http://www.gradstudies.unimelb.edu.au/> for more comprehensive information.

The University of Melbourne Postgraduate Association (UMPA) is also located in the 1888 Building and provides postgraduate students with a representative body which organises social events such as movie clubs, food and music nights, publications including Traffic, a peer-reviewed journal of University of Melbourne postgraduates, and seminars for academic skills. Please visit their website at <http://www.umpa.unimelb.edu.au/>.

Environment Health and Safety

Environment, Health and Safety is an important issue for the entire University.

The Department has an Environment Health and Safety Committee which meets quarterly to discuss and coordinate relevant issues. Each student and staff member is responsible for maintaining a safe environment and following EHS procedures. For further information, contact the Risk Management Office: <http://www.unimelb.edu.au/rmo> or the Faculty EHS homepage: <http://www.intranet.mdhs.unimelb.edu.au/ehs/>

You will need to be inducted in the key aspects of EHS when you join the Department.. This will ensure that you know what to do for emergency evacuation and where your nearest fire extinguisher is. Please contact your Department Manager for relevant EHS information if you are based externally to the Department.

Security

Security is taken seriously at the University of Melbourne. Emergency numbers are: 03 8344 6666 (x46666); non-emergency is 03 8344 4674/ (x44674). After hours the University has a light corridor across campus, and security guards can be asked to escort you anywhere on campus, 24 hours a day (call x44674). There are also blue emergency phones located across campus which immediately notify security when activated, automatically begin cameras filming, and light up the area with flood lighting. When walking around the University grounds, you should familiarise yourself with these security measures.

Visit <http://www.pb.unimelb.edu.au/security/>

Travel

If you are travelling as part of your research, you must contact the School of Graduate Studies and fill out the appropriate forms.

Go to: <http://www.gradstudies.unimelb.edu.au/currentpg/forms/>

for the application for overseas travel and links to the relevant policies regarding travel.

It's important to check the risk status of your destination – this may affect whether your travel is approved by the University or not.

For more information: <http://www.pb.unimelb.edu.au/ehs/travel/index.php3>.

Conference Rooms

Two conference rooms may be booked by students and staff for Departmental purposes (Peter MacCallum Seminar Room – level 4, and the Cameron Library – level 5). The diary for bookings is located in the general office. Please remember to leave these rooms in a tidy and organised condition and to return any borrowed audio-visual equipment.

POSTGRADUATE SERVICES

The School of Graduate Studies provides a number of services to postgraduate students, including training throughout the year in various research, IT and professional skills. Library consultants are also available.

Information regarding various workshops is available on the School of Graduate Studies website through the Upskills program – visit http://www.gradstudies.unimelb.edu.au/prog_services/ for information on developing skills in IT, communication, research and professional skills.

GradFlash

The Department recommends that students and their supervisors subscribe to GradFlash, the weekly informative School of Graduate Studies email, with details of workshops, lectures, scholarships and other useful information.

Go to: <http://www.gradstudies.unimelb.edu.au/gradflash/>

STUDENT SUPPORT

If problems arise with your candidature, and your supervisor or Head of Department are unable to assist you, the School of Graduate Studies (Ph. 03 8344 8599) or the University of Melbourne Postgraduate Association (Ph. 03 8344 8657) may be of assistance. <http://www.gradstudies.unimelb.edu.au/phd/enrolcandid/phd/bk/candidature/advice.html>

The University has developed support services for students who may be experiencing difficulties with their candidature, with their supervisor or any other aspects of their lives. Visit <http://www.services.unimelb.edu.au/grievances/> if you need to lodge a complaint regarding academic issues (for example, a dispute with your supervisor) or administrative issues (for example, negligent treatment).

The University of Melbourne Postgraduate Association (UMPA) (Ph. 03 8344 8657) is a source of support for students, providing advice and information on various postgraduate matters such as supervision, services and events. They also publish a peer-reviewed journal, *Traffic*, for University of Melbourne postgraduate students. Visit <http://www.umpa.unimelb.edu.au/>.

If you find that you need to speak to someone about concerns in your study or in your life in general, visit <http://www.services.unimelb.edu.au/counsel/> for University counselling services.

ETHICS

Ethics are central to research, particularly relating to biomedical research. As a developing researcher, you must be fully aware of your obligations with regard to ethics committees and to enable your research to have integrity. Your supervisor will be able to guide you with regard to these requirements.

Experimental programs involving humans and animals must be approved by the relevant University ethics committee. Please visit <http://www.research.unimelb.edu.au/ethics/> for ethics information, and application forms. It is imperative that your supervisor sets a good example for students in ethical research.

RESEARCH DATA MANAGEMENT

Proper management of your research data is an important part of your candidature to allow for scrutiny and debate, to protect researchers if their research is challenged, to maintain integrity and in developing intellectual property. For example, if commercial entities are interested in purchasing data, then it can be located easily if the data has been managed efficiently.

The University is placing increasing emphasis on the management of research data and the fulfillment of data retention obligations, particularly in light of the new research management policy which was released in February 2005 (see it at: <http://www.research.unimelb.edu.au/policy/researchrecords/>), which specifies the periods of retention for data, storage, access, destruction, amongst other things. This replaces the 'Guidelines for the Management of Research Data and Records' (Oct 1997).

As a University of Melbourne student, you and your supervisor must both comply with University regulations. The policy and the code of conduct (regulation 17.1.R8 - orange pamphlet, or available at <http://www.unimelb.edu.au/Statutes/r171r8.html>), and the Melbourne and Research Innovation Office can be contacted on 03 8344 2000 for more detailed advice.

The Department has developed guidelines to place these policies in a Departmental context.

DEPARTMENT OF PATHOLOGY RESEARCH DATA MANAGEMENT GUIDELINES:

- All staff and students are expected to be familiar with the Code of Conduct for Research, Regulation 17.1.R8. Copies are available through the MRIO, or at <http://www.unimelb.edu.au/Statutes/r171r8.html>
- All staff and students are expected to follow good lab book practices - pamphlets available through MRIO (03 8344 2000).

- All students and supervisors are responsible for the location and maintenance of their research lab books. This is to be done via the Research Data Management system on the intranet if you are based in the Department, or via the institutional registers if you are off-campus.
- Students and their supervisors are jointly responsible for the student's lab book.
- Lab books remain the property of the Department of Pathology. If a staff member/student changes departments, a transferal of ownership form must be completed, approved by the Head of Department and stored, however the original data must remain in the University. Staff and students may negotiate with the Head of Department to take copies of their data should they leave the University.
- Lab books must be retained for at least 5 years post publications, or for any extra periods of time required by specific funding bodies.
- Electronic research data should be checked annually for accessibility, and media migration plans should be activated if the medium is becoming obsolete.

INTELLECTUAL PROPERTY

Whilst students and their supervisors are jointly responsible for ensuring that good laboratory book practice is carried out, the ownership of the research data lies with the student **unless other agreements are in place**.

Please visit <http://www.research.unimelb.edu.au/ridg/ip/studentinfo/> for information relating to student IP rights, implications associated with external funding and team and collaborative projects.

Please contact the Melbourne Research and Innovation Office on 03 8344 2000 or the Student Union Legal Service on 03 8344 8687 for more specific information or guidance.

PLAGIARISM

Plagiarism is the use of another person's work or ideas without acknowledgement, or presenting another person's work or ideas as your own.

Students must ensure that they comply with University plagiarism policies. Information is available on the seriousness of plagiarism, how to avoid it, on referencing, and the University policy on academic honesty and plagiarism.

Please visit <http://www.services.unimelb.edu.au/plagiarism/> for more information.

STUDENT TUTORING, PBL TUTORIALS AND HOURS OF PAID WORK

Postgraduate students are encouraged to develop their teaching skills through demonstrating or tutoring to undergraduate science and medical students. Problem Based Learning (PBL) tutoring opportunities are available through the Department, pending your supervisor approval and your progress with your candidature. Consult with your supervisor, and contact the Department office on 03 8344 5867 for more information regarding participation.

Please be aware that the PhD handbook recommends that full-time students complete no more than 6 hours of paid work per week during working hours. International students must hold a working visa before taking on paid employment.

STAGES OF PhD AND MSc PAPERWORK

Prospective Students

The process involved in applying for a higher research degree is to approach the laboratory head of a group with research interests related to your own with your CV. Please refer to the honours project booklet

(http://www.path.unimelb.edu.au/research/projects/honours/531_honours_projects.pdf) for examples of types of projects available in the Department, and visit <http://www.path.unimelb.edu.au/research/> for areas of research conducted in the Department.

Once you have agreed on a suitable project with your supervisor(s), you need to formally apply. Determine whether you are a local or an international student, and see below for the various application procedures for a PhD or an MSc.

Note: For the first 6-12 months of a full-time PhD candidature, you will be a probationary candidate. Full candidature is commenced following confirmation. All students are encouraged to complete within 3 years full-time, 6 years part-time.

For more information, please visit the School of Graduate Studies website (<http://www.gradstudies.unimelb.edu.au>).

To apply for a Master of Medicine or a Doctor of Medicine, please email pathology-enquiries@unimelb.edu.au for the procedure, or telephone 03 8344 5867.

Applications – PhD and MSc degrees

Application forms are available from the SGS website. *Note that local and international application forms and procedures differ.*

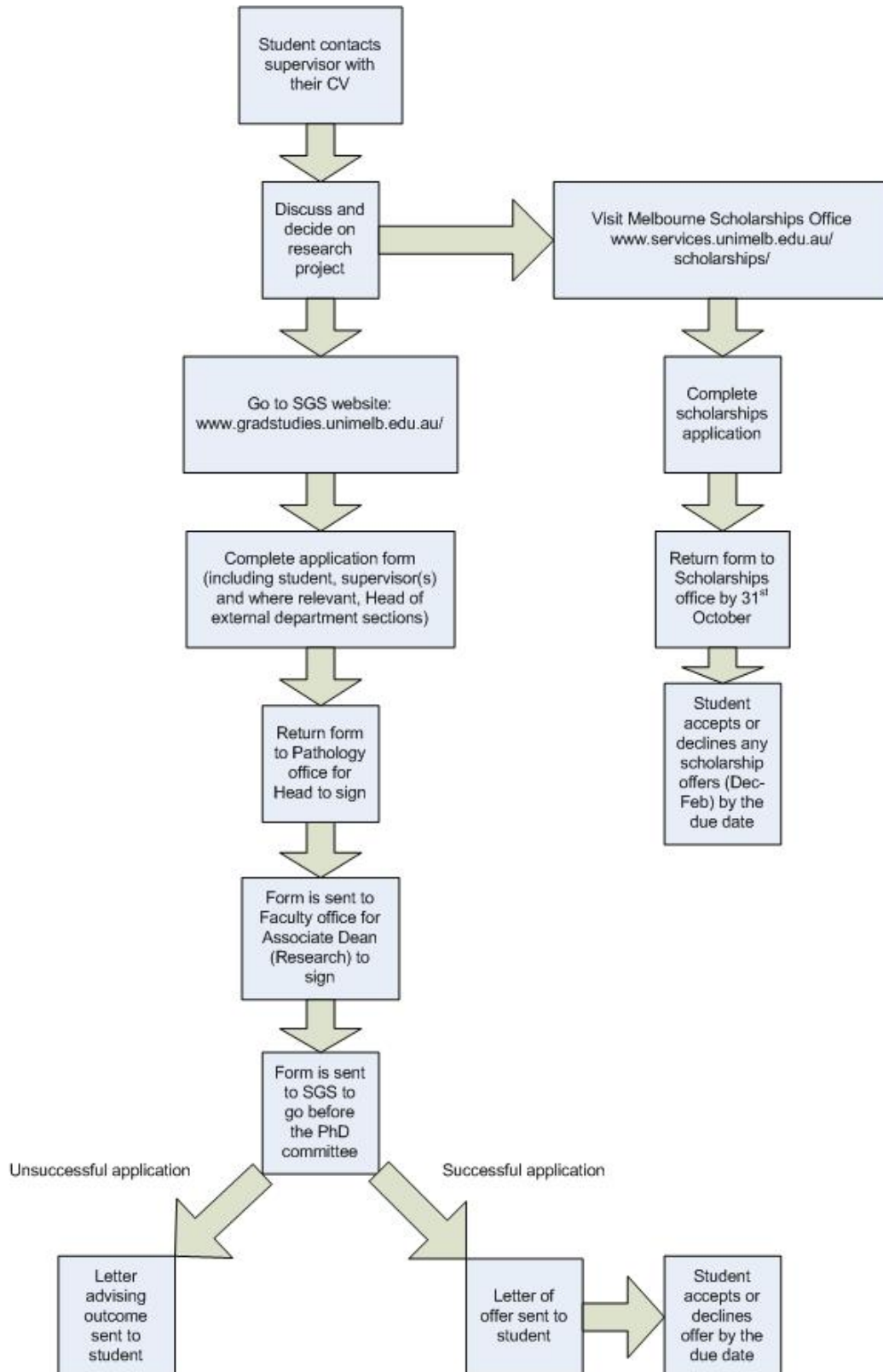
Local students

(http://www.gradstudies.unimelb.edu.au/currentpg/forms/pdf/PhD_Probationary.pdf) for PhD; ([http://www.gradstudies.unimelb.edu.au/currentpg/forms/pdf/MSci\(res\).pdf](http://www.gradstudies.unimelb.edu.au/currentpg/forms/pdf/MSci(res).pdf)) for MSc:

- Fill out the sections for you as the applicant
 - Ask your supervisors to complete and sign the supervisor sections regarding their backgrounds and resources available
- Note: a PhD candidate **must** have
- **at least two supervisors**, or
 - **one supervisor and a support panel of three or more people**
- If you will be an off-campus student, ensure that the external Head (e.g. Peter Mac Head of Department) fills out the sections regarding suitability of the supervisors and facilities, and signs off. The Pathology Head of Department will co-sign this once you lodge the application with the Department.
 - Ensure that you have completed the checklist in your application form and signed the declaration.
 - Lodge the application with the Department of Pathology (level 5, Medical Building) for the Head of Department signature.
 - Take the lodgment slip to SGS, and the Department will process the paperwork.
 - A letter of outcome will be sent to you from SGS.
 - You must either accept or decline any offers by the given due date.
 - You must send scholarship applications directly to the Melbourne Scholarships Office by October 31st of each year (local student deadline) – refer to the section below.



LOCAL STUDENTS APPLICATION FLOWCHART



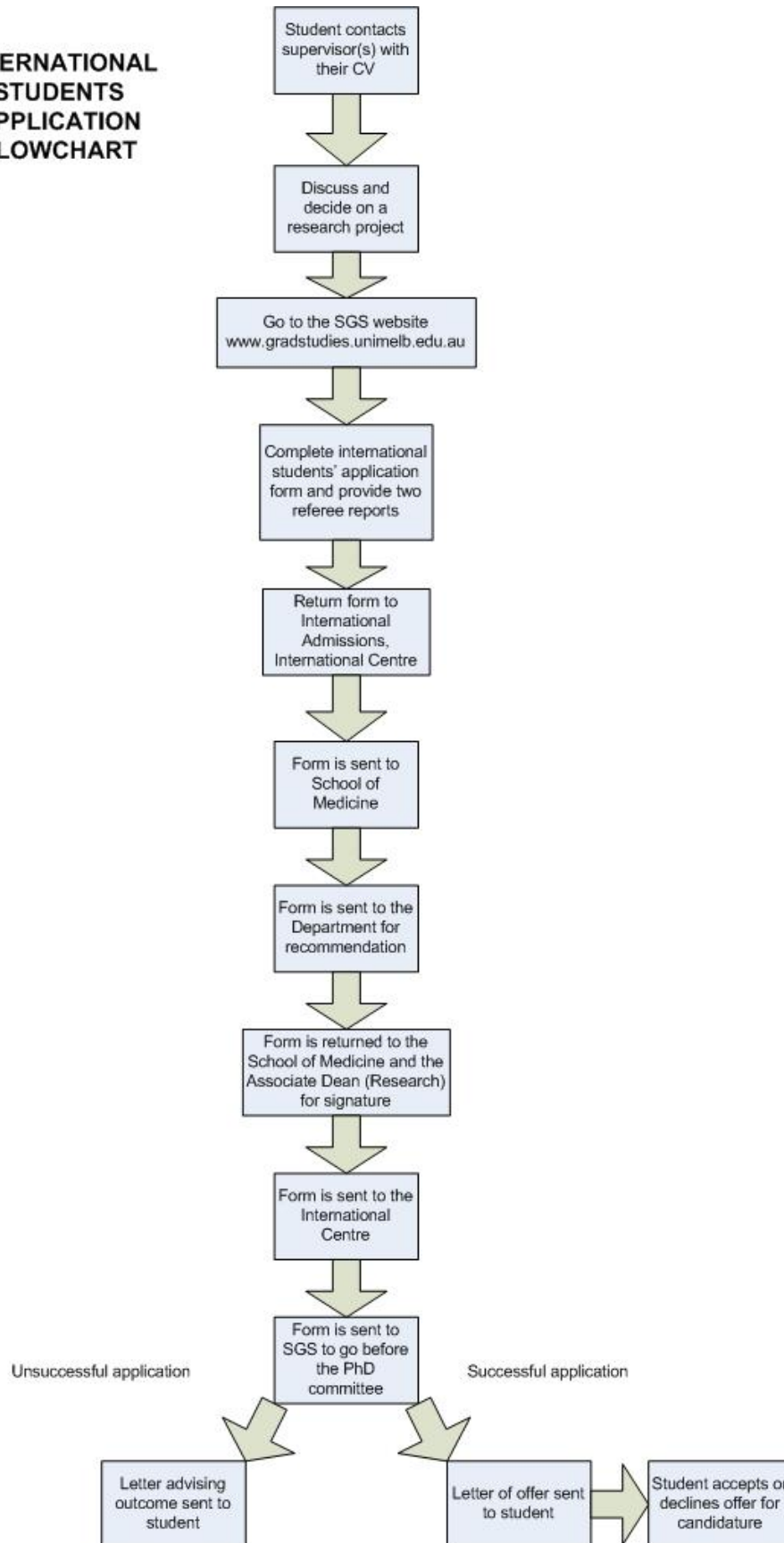
International students

<http://www.futurestudents.unimelb.edu.au/pdf/pgradapp/pgradapp.pdf>:

- International applications combine the course application and the scholarship application.
- Fill in the form and supply the two referees' reports, along with a research proposal.
- International applications must be submitted to the International Admissions, the International Centre, the University of Melbourne, 3010, Victoria, Australia, or online at <http://www.futurestudents.unimelb.edu.au/int/ipg/apply/pgradapp.html>
- A letter of offer will be sent to you.
- You must either accept or decline the offer.



INTERNATIONAL STUDENTS APPLICATION FLOWCHART



Visas and International Student Fees

If you accept the offer of a candidature, you must apply for a student visa through the Department of Immigration and Citizenship - <http://www.immi.gov.au/>). Ensure that you have your letter of confirmation of enrolment from the University before you apply. Be aware that some students require a pre-visa assessment. See the Department of Immigration and Citizenship website for details.

For detailed information on accepting offers and applying for student visas, visit http://www.services.unimelb.edu.au/admissions/pdf/international/accept_offer.pdf.

International student fees can be calculated using information from the International Student Tuition Fee booklet: <http://www.futurestudents.unimelb.edu.au/int/fees/index.html>.

Scholarships

- Liaise with the Melbourne Scholarships Office, <http://www.services.unimelb.edu.au/scholarships/> or phone 03 8344 8747 for available scholarships and application procedures.
- International scholarships are applied for on the course application form. The international students' scholarships deadline is 31st August of each year (if not yet enrolled)
- International students already enrolled should apply for scholarships through the Melbourne Scholarships Office by 31st October of each year.
- The local students' scholarships deadline is 31st October of each year. Students should apply through the Melbourne Scholarships Office.
- An offer of candidature must be given before a scholarship can be awarded.
- Several rounds of scholarship offers occur between late December and late February.
- You must either accept or decline any scholarship offers.

Enrollment

- Once you have accepted your higher degree offer, you must enrol through SGS and pay any relevant fees.

Induction

You should be inducted into the Department or into the Institute that you will be based at, once you begin your candidature. Your supervisor will inform you about Occupational Health and Safety regulations and help orient you with the building and with relevant staff.

REPORTS

Each year of your candidature, you are required to complete reports. The School of Graduate Studies will send relevant report paperwork to you directly, and you will also receive reminders from the Department. Please make sure that your supervisors are aware of any reports that you must complete.

Confirmation Reports (PhD only)

The confirmation report is the first significant step for PhD candidates, and occurs between 6-12 months after beginning a PhD for full time students, or 12-24 months for part-timers. This is the point at which your candidature is confirmed, and you become a PhD student instead of a probationary candidate.

This is also an important opportunity to determine how both you and your project are progressing and the likelihood of a PhD completion, or whether a Masters degree is more appropriate.

Confirmation may be refused or deferred if the committee feels that the candidate requires more time to develop a project which will be of a sufficient standard for a PhD.

It's your supervisor's responsibility to co-ordinate the confirmation committee, which usually consists of at least 3 people, however, they will liaise with the Head of Department. Your supervisor will advise you of your committee details and the date of confirmation.

You will need to write a 3-10,000 word proposal to submit to the committee before your presentation. You will then give a presentation to the committee of 20-30 minutes, usually in a postgraduate seminar program, and which includes a verbal defense of your project. You will also need to meet any other requirements that were set for you at enrolment.

The committee will then make a recommendation regarding your confirmation to the Head of Department via the completed report.

Visit

<http://www.gradstudies.unimelb.edu.au/phd/managecandidature/pdf/Probationary%20Status%20&%20Confirmation%20of%20Candidature.pdf>

for the SGS confirmation requirements.

Progress reports

All PhD and MSc students must complete annual progress reports, with the exception of the PhD students in their confirmation year. You and your supervisor use these together to review research progress and determine future directions. The School of Graduate Studies sends the form directly to you, and it must be returned to the Department for signature once completed. For more information, please visit

<http://www.gradstudies.unimelb.edu.au/phd/enrolcandid/phd/bk/candidature/progress.html>.

Completion report (PhD students only)

All PhD students must complete a completion report before their expected completion date. This is used as an extension application should it be necessary beyond the 3 years (full time). Subsequent completion reports will need to be submitted for each new expected completion date. Normally, each student is allowed two six month extensions. The report should be returned to the Department for signature.

Completion seminar (PhD students only)

You will need to give a completion seminar 3-6 months prior to submitting your thesis (or 6-12 months for part-timers). This is a public presentation of your research findings, and lasts for at least an hour. The final seminar details must be publicised, for example, through email to relevant groups, or on noticeboards. For more information, visit [http://www.gradstudies.unimelb.edu.au/phd/examination/flyer/pdf/PhD Completion Seminar.pdf](http://www.gradstudies.unimelb.edu.au/phd/examination/flyer/pdf/PhD_Completion_Seminar.pdf)

Your supervisor will advise you of your completion seminar panel. Liaise with the panel for a suitable date for your seminar. Please advise the Department (pathology-enquiries@unimelb.edu.au) of this date, and let us know if you'd like us to help organise a venue. We will also publicise the details of your seminar – your name, title, date, time and venue, and we encourage you to send these details to interested groups such as your larger research group and collaborative groups.

80 word summary

The 80 word summary is a brief summary of your thesis, written 3 months before the initial submission of the thesis. This needs to be submitted on-line at <http://www.gradstudies.unimelb.edu.au/eforms/thesissubmission/>

Submission and Examination

The initial thesis submission requires three heat-bound copies of the thesis to be submitted to the School of Graduate Studies, along with the 'Submission of PhD thesis' form. One copy of the thesis is retained by the Chairperson of Examiners, whilst the other two are sent to the examiners. Examination usually takes four to six months.

If the thesis requires restricted access for legal reasons or due to any pending patent applications, go to

http://www.gradstudies.unimelb.edu.au/phd/examination/thesissubmission/pdf/GS6L_Restricted_access_application.pdf for a form and return it to the School of Graduate Studies.

The School of Graduate Studies will contact you regarding any amendment or revision requirements that the examiners may have once their reports have been received. You will generally be given one month to complete amendments and two months for revisions.

Once completed, the changes must be submitted unbound to the Chairperson of Examiners, along with a list of changes.

The Chairperson of Examiners will contact you when the changes have been approved and allow you to finally bind your thesis.

The final thesis submission requires two bound copies of the thesis, one on archival quality paper. This is submitted to the Department.

Thesis Allowance

The Scholarships Office provides a thesis allowance for scholarship holders to claim back the costs associated with producing their thesis (paper, printing, binding). Original receipts must be produced, and claims must be submitted within a year of submission and within two years of the cessation of scholarship. Visit <http://www.services.unimelb.edu.au/scholarships/pgrad/benefits/conditions/stipends.html#thesis>.

Digital Submission

Students enrolling from 2007 will be required to submit their thesis in a digital format, in addition to the bound copies. This is to allow the placement of the thesis on the University of Melbourne ePrint digital repository (<http://eprints.unimelb.edu.au/>) and on the Australian Digital Theses Program.

The School of Graduate Studies encourages all students to submit a digital version to these repositories. This will allow a greater exposure of the work to a wide audience, and encourage higher citing than the hard copy would be able to achieve.

Graduation

Congratulations! Once you have finally submitted your thesis and have received your pass letter, you are entitled to graduate. The School of Graduate Studies will send you information regarding graduation ceremonies and an application to graduate form.

Supervisors can participate in the Graduate Ceremony by being part of the Academic Procession.

Leave of Absence, Extensions, Change of Status

There will be other administration associated with your candidature, including leave of absence, extension applications, change of status (i.e. full time to part time, or PhD to MSc) and travel. Forms are available at <http://www.gradstudies.unimelb.edu.au/currentpg/forms/>. Extensions are discouraged, however if necessary, should be applied for through the completion report.

Conferences, Travel and Travel Scholarships

Conference attendance is encouraged by the University to allow you to present your ideas to and network with the academic community. Often, these conferences are overseas, and the University provides competitive scholarships to assist with travel funding.

The Melbourne Abroad Travelling Scholarships (MATS) (not for Master students) are available for students travelling overseas for more than one purpose, and are worth \$1000. There are 100 scholarships available each year, and only one may be awarded to a student across a candidature. Applications are due at the Melbourne Scholarships Office by 31st March (Round 1) and 31st August (Round 2). Visit <http://www.services.unimelb.edu.au/scholarships/pgrad/forms/travelling.html> for full details.

Forms are available at <http://www.gradstudies.unimelb.edu.au/currentpg/forms/>. Travel advice is available at <http://www.smartraveller.gov.au/zw-cgi/view/Advice/>, and the Overseas Travel Policy can be found at http://www.pb.unimelb.edu.au/ehs/travel/7_3.pdf <http://www.unimelb.edu.au/ehsm/7.html#7.1>

Change of Supervisor

Supervisors can be changed if, for example, a supervisor can no longer continue due to a change in employment, or due to a break-down in the supervisor-student relationship. The change of supervisor form is available at <http://www.gradstudies.unimelb.edu.au/currentpg/forms/pdf/COSUPapp.pdf>

Further assistance

If you have any queries regarding postgraduate supervision, please don't hesitate to contact either the Department on 03 8344 5867, the School of Graduate Studies on 03 8344 8599, or the University of Melbourne Postgraduates Association on 03 8344 8657.